



Diocese of Norwich
Education and
Academies Trust

Cawston Church of England Primary Academy

Exclusion Policy

Policy Type:	School Policy
Approved By:	LGB
Approval Date:	16 July 2019
Review Date:	Summer 2021
Person Responsible:	Head Teacher

1.0 **GENERAL PRINCIPLES**

- 1.1 The Governing Body has determined that the school will use exclusion as its final sanction in ensuring the good order and discipline it believes is essential for effective learning to take place.
- 1.2 Exclusion will be used sparingly in response to serious breaches of school policy and discipline. It will normally be used only after other sanctions and counselling have failed to achieve the desired change in behaviour and attitude.
- 1.3 Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken and when allowing the child to remain in school would be seriously detrimental to the education and/or welfare of other students or teachers.
- 1.4 Permanent exclusion may, on rare occasions, be the only possible response to a single incident of very extreme misconduct.
- 1.5 In applying this exclusion policy, the school will follow current DFE and LA guidance and advice.
- 1.6 When it is necessary to exclude a student, parents will be contacted by telephone, if possible, at the earliest possible opportunity. The exclusion will always be confirmed by a letter which will set out the reasons for the exclusion and also inform the parents of their rights to make representations to the Governing Body.
- 1.7 Each incident of exclusion will be recorded in a standard format. This will give:
 - the name of the student
 - the class
 - the gender of the student
 - the ethnic group into which the student falls
 - the type of exclusion
 - in the case of fixed term exclusions, the number of days for which the student will be excluded
 - the reasons for the exclusion.
- 1.8 Each incident of exclusion will be notified to the Chair of the Governing Body who will be sent a copy of the official exclusion letter.

2.0 PROCEDURES FOR FIXED-TERM EXCLUSIONS

- 2.1 The Headteacher alone will normally decide if a student is to be excluded for a fixed period. The only exception will be when the Headteacher is absent from school when her power to exclude for a fixed period will be delegated to the appropriate Assistant Headteacher
- 2.2 Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the student's previous record.
- 2.3 If a student is to be excluded for the first time, the length of the fixed-term exclusion will normally be 1-3 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term exclusion.
- 2.4 Fixed-term exclusion may be used for a single occurrence of serious misconduct or for persistent misbehaviour. It will not be appropriate as a response to non-attendance or truancy.
- 2.5 Fixed-term exclusion will always be considered in the case of verbal abuse towards members of staff and in cases of serious and unprovoked violence towards fellow students or staff. It will also be considered in cases of the bringing of dangerous objects or illegal substances on to the school premises. Fixed-term exclusion may also be used in cases of serious misbehaviour on the way to and from school and on the school buses.
- 2.6 When the Headteacher or another senior member of staff has decided that there are adequate grounds for excluding a student, the parents will be informed as soon as possible, by telephone if this is available. A letter will be sent to parents on the day of the exclusion. This letter will set out:
- the reasons for the exclusion
 - the length of the exclusion
 - a suggested date on which parents may meet the Head Teacher to discuss the exclusion.
 - their right to make representations to the Governing Body.
- 2.7 Information regarding the exclusion will be sent to:
- The Chair of Governors
- 2.8 Representations to the Governing Body concerning fixed-term exclusions will normally be made in the first instance to the Chair of Governors. If the matter cannot be resolved by the Chair of Governors, she may decide to refer the matter to an informal sub-committee of the Governors' Discipline Committee.
- 2.9 Before the student returns to school, the Head Teacher or senior member of staff will normally meet with the parents to discuss the incident and future conduct. The Head Teacher or senior member of staff may decide to impose conditions on the return or to draw up a home-school contract concerning the student's future conduct.
- 2.10 Although it will normally not be necessary, the school reserves the right to use fixed-term exclusion up to the maximum period allowed in current legislation. In the case of fixed-term

exclusions exceeding the maximum period, the appropriate meeting of the Governors' Discipline Meeting will be called.

2.11 If the exclusion is for 6 days or more the Headteacher will;

- Plan full-time, offsite, educational provision from day 6 of the exclusion.
- Ensure that work is set and sent home for completion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours.
- Inform the LA of the details of the exclusion and the provision made for the individual.

3.0 PERMANENT EXCLUSION

3.1 The Headteacher alone may decide if a student is to be permanently excluded. If the Headteacher is temporarily absent from school and an incident occurs in which the appropriate Assistant Head feels that permanent exclusion may be the appropriate response, the Assistant Head may exclude the student concerned for a fixed-term long enough to allow the Headteacher to consider the case on his/her return.

3.2 Permanent exclusion is seen as a very serious matter and will only be used as a last resort. It is likely to be applied only after all other sanctions, including fixed-term exclusion, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow student or an assault upon a member of staff.

3.3 The Headteacher will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents at least seven days notice of a hearing before the Governors' Standards Committee to consider the exclusion. The letter will state:

- that the student has been permanently excluded
- the reasons for the permanent exclusion
- details of previous disciplinary measures leading up to the permanent exclusion.
- the parents right to examine the student's record
- the purpose of the hearing
- that the parents and student should attend and that they may be accompanied by a friend
- that if they do not attend the Hearing it may proceed in their absence
- that if the Governors confirm the exclusion, the parents (or student if over 18) have a right of appeal to an Independent Appeals Committee.

3.4 A copy of this letter will be sent to:

- The Chair of Governor

3.5 The Headteacher will make arrangements for a hearing before the Governors' Standards Committee to take place within fifteen days of the date of the exclusion. Normally, three members of the Standards Committee will hear the case. No Governor who has any prior knowledge of the case will participate in the hearing.

3.6 The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:

- a. The committee will meet jointly with the Headteacher and the parent and/or the student and any accompanying friends of the parents.
- b. The Governors will invite the Headteacher to give her reasons for recommending permanent exclusion.
- c. The parents will be invited to ask questions of the Headteacher.
- d. The parents will be given the opportunity to explain why they think permanent exclusion is inappropriate.
- e. The Headteacher will have an opportunity to ask questions of the parents.
- f. The Headteacher and the parents will be given an opportunity to sum up and to ask further questions of the Governors. The Governors may wish to ask further questions of either the Headteacher or the parents.
- g. The Headteacher and the parents and student will then withdraw from the meeting and allow the Governors to consider the case on their own.

The Governors will decide to either:

- a. Confirm the permanent exclusion
- b. To order the immediate reinstatement of the student.

3.7 The decision of the Governors' will be communicated to the parents by letter on the same day. If the Governors have decided to confirm the permanent exclusion, the letter will inform parents of their right of appeal to an Independent Appeals Committee.